

## The Global Alliance for Improved Nutrition

<b>Job title:</b>	Programme Associate
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<b>Classification:</b>	D3 – Associate	<b>Direct reports:</b>	0
<b>Work location</b>	Nairobi	<b>Travel required:</b>	Up to 30% in country

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p><b>Overall purpose</b></p> <ul style="list-style-type: none"> <li>• The Programme Associate will provide high level support and operational guidance to the GAIN Kenya country programme team, actively contributing to the smooth running of the project operations and facilitating effective communication between programme, operations and management teams in the Kenya office.</li> <li>• The Associate will be expected to take the lead on specific project components as directed and delegated by the project managers, in addition to high-level coordination and administrative support.</li> </ul>
<p><b>Tasks and responsibilities</b></p> <p><u>Project operations</u></p> <ul style="list-style-type: none"> <li>• Identification and implementation of an effective coordination process for the organisation of project-related information in Kenya</li> <li>• In close consultation with project teams, responsible for ensuring project data is recorded in a timely and accurate manner, compliant with GAIN standards.</li> <li>• Consolidate and maintain up-to-date records of all the businesses supported by the different projects in GAIN Kenya</li> <li>• Follow up with the operations teams and other senior staff to ensure project approvals and payments are made on time.</li> </ul>

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- Advice and guidance focal point for all project related queries relating to administration, logistics and finance from implementing partners, service providers and Government officials.
- Delivery of specific, project-related components as directed by the relevant Project Manager and / or Head of Programmes, as and when required.
- Conducting project related field visits as and when required

### Agenda Management and meeting coordination:

- Diary management for the Country Director and the Head of Programmes in Kenya.
- Oversee all Kenya project logistics including the organization of field trips, general travel, meetings, workshops and training.
- Responsible for recording and tracking project progress in consultation with project managers during project and programme team meetings
- Responsible for the preparation or the required documentation for key meetings; and ensures that these are prepared and delivered in a timely manner.

### Correspondence and Document drafting

- Drafts correspondences and responds to enquiries.
- Critically analyzes reports and documents prior to forwarding for approval.
- Participates in preparation and formatting of various reports.
- Support the project teams to ensure documents for approval are adequately prepared and are shared with the relevant approval levels

### Contract related tasks:

- Responsible for the procurement of service contractors in close collaboration with project managers; including the drafting of RFPs and assessment of incoming proposals.
- Responsible for the preparation and formatting of standard contracts and related documents (amendments and extensions), in strict compliance with the standard contracting process.
- Provide high level support and guidance to project staff in the preparation of bespoke, complex contracts.

### Programme and country office communication

- In consultation with the CD, PMs, and Heads of departments, coordinate information & communication requests from internal & external partners.

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- Support advocacy and resource mobilisation by acting as focal point for incoming external enquiries about GAIN programme work in Kenya.
- Responsible for receiving and responding to requests from other GAIN departments in relation to GAIN Kenya programme.
- Contribute to the production and dissemination of communications collateral such as stories/case studies for use by internal and external communications.

### Key organisational relationships

- Reports to the Head of Programmes, Kenya.
- Works closely with the Country Director and other senior staff in the Kenya office.
- Works closely with GAIN Kenya Project Managers and staff, as well as other teams supporting GAIN Kenya operations.
- Regular close liaison with service providers and government, as well as implementing partners.

## JOB REQUIREMENTS

### Competencies

- Strong project operations management, administrative, networking and communication skills
- Highly motivated with the ability to work independently and able to deliver high quality work and achieve milestones within tight deadlines.
- Flexible and well organized, quick to learn
- Good team player, able to work effectively as part of a multicultural, distributed team
- Strong written and verbal communication and presentation skills, including a proven ability to communicate diverse and disparate information and messaging in simple and concise formats.
- Excellent knowledge in Microsoft Word, Excel and Powerpoint skills with proven experience

### Experience

- Previous work experience in programme operations support role.
- A background in project management or involvement in projects
- Experience with an international development organization
- Demonstrated experience working with various senior level managers in a support role.
- Experience with nutrition, food systems, public-private sector partnerships is an added advantage

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### Education

- Bachelor's degree in business administration, international relations, communication or other related field or equivalent work experience

### Other requirements

- Business English, written and verbal is essential
- Willingness and ability to travel within the country

### WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities